

Behind the Scenes

Lehi City
Employee Newsletter



Message from Administration – Jan 2020

Each January reminds me to make an assessment of myself and the areas that I can improve upon. I find that there is never a shortage of things I can work on. Often there are so many things I want to work on it's overwhelming and disheartening. And I, and perhaps some of you, establish resolutions to help create the changes we want to see, yet often times we fail at our resolutions after a short while. We get discouraged because it can be difficult to change old habits or perhaps we are not seeing progress as quickly as we had hoped, or we try and make too many different changes all at once.

It is important to recognize that the path of self-improvement, both personally and professionally, is never a clear-cut path from point A to point B. It often takes twists and turns, ups and downs, but eventually if we can stick to our goals and learn to be patient with ourselves, we'll look back and see that we truly have improved.

I encourage each of us to pick one thing personally and professionally we want to improve on. If each of us can individually improve upon one thing, then collectively we will greatly improve the service we provide to the residents of Lehi. I love the following quote because it sums up what we can do together:

"When we strive to become better than we are, everything around us becomes better, too." –Paulo Coelho

Have a Happy New Year and I look forward to an amazing 2020.

Jason Walker, City Administrator



Goals for 2020

2020 is a fun number to play off of for goals for the year. Here are a few goals related to 2020 or you can create your own out of the box goals and challenge yourself to try something new!

- Contribute **\$2,020** into your 401(k) retirement account or into your H.S.A. (Health Savings Account). This amounts to about \$85.00 per pay check.
- Set up a vision exam to see if your vision is **20/20**.
- Spend **20 minutes** each day for **20 days** each month creating a new habit. Try exercising, reading, meditating, learning an instrument, improving your favorite hobby, or spending quality time with family or a loved one. Push yourself to try something new and make **2020** a great year full of focus and purpose.

Looking Forward to

2020

Department Spotlight

IT Department

The Lehi City IT Department is consistently working hard at improving the technology infrastructure and applications throughout the city. As an internal service department, they strive daily to serve their most important customers...Lehi City Employees. One of their main points of emphasis is to ensure that all employees have the tools they need to perform their job duties effectively and efficiently. Because of this, they genuinely wish to serve each employee to the best of their ability.

The funny thing about technology is that it's always changing. This is a big reason why they love what they do... it's always evolving, changing, and improving. It keeps them on their toes and no day is ever mundane or the same. This is likely why they chose this profession because, as they said themselves, they have the attention span of a pea.

One of the items they have been working on this past year is the migration to Office 365. They have done this in stages to help reduce any potential downtime for employees. One of the cool things has been implementing **Teams in Office 365**. Teams is much more than just an instant messaging service. It allows city employees to work better together through collaborating with shared files, creating projects and viewing deliverables from one place, being able to web-conference from their mobile device, and communicating more effectively.



(left to right: Tanner Raimer, Chris Fox, Jason Buck, Tyler Kelsey)

For those departments that use Google Forms, employees now have this same functionality with Office 365. In addition, every full-time employee has their own OneDrive account, as well as a tool called Planner in Office 365 which is another utility to organize department projects and assign tasks.

With all of these new tools, when do you think you will have the time to learn and apply it all? Well the IT Department will be doing a training on **Thursday, January 16th in the Council Chambers at 10am and 2pm**, where they will cover a lot of these features that are now available. Their goal is to be able to show employees how to access and effectively use these tools.

Finally, the IT Department recognizes the fact that their role is to serve each employee and want to emphasize the sentiment that "YOU are NEVER bothering them with your technology problems." That is why they are here. If you are ever dealing with an IT related issue and need assistance, the best and most effective way to alert IT is by submitting an IT ticket. This can be done by sending an email to support@lehi-ut.gov. In an emergency or after regular business hours, you can call the on-call number at 385-201-2215.

Meet the New Guy or Gal

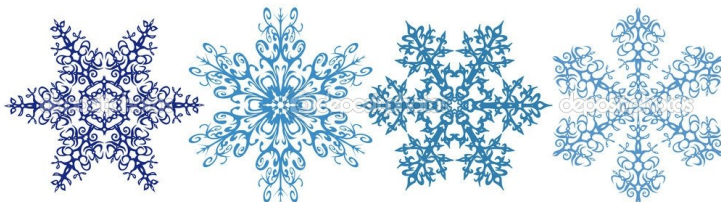
Meet **Brock Susov**, our newest Police Officer for the city. Brock was raised in Pleasant Grove, Utah and graduated from Pleasant Grove High School. He has three brothers and no sisters. Brock is married to the love of his life, Terra and together they have three children, Tatiana, Xander, and Weslyn. A few years ago they made the decision to move to Lehi to be closer to family. They have never regretted that decision!

Brock is an avid motorcycle rider and has had the blessing of incorporating this hobby into his employment. He has been a law enforcement officer for five years with the Lone Peak Police Department and is now excited to use his training and knowledge to serve the citizens of Lehi City. When time and money allows, Brock loves to travel to the Caribbean, his home away from home.



We are excited to have **McKay Tucker** join our Fire Department. McKay was raised in Spokane Valley, Washington and has three sisters and two brothers. He served an LDS mission in Salt Lake City and decided to continue to study at Utah Valley University to become a paramedic and firefighter.

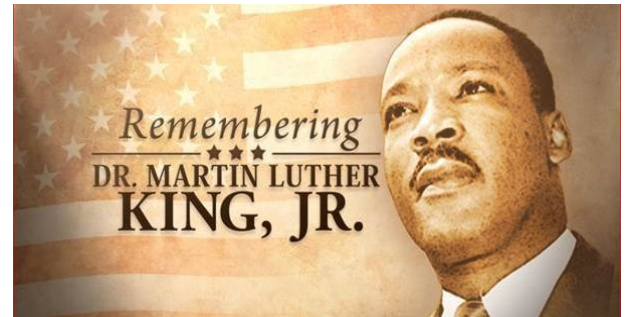
McKay was excited to move to Utah to be close to the mountains and enjoy the outdoors. He loves to rock climb, mountain bike, and trail run up American Fork Canyon and Rock Canyon. His dog, Ruger, is a great companion and they love to be outside in the great outdoors. He recently graduated from the Fire Recruit Candidate Academy at UVU and is excited to serve the Lehi community.



Wellness Corner

Looking for a way to earn a Career point in the wellness program? On **Thursday, January 16 at either 10:00 am or 2:00 pm** in the Council Chambers, our very own IT department will be teaching us about all of the new **Microsoft Office 365 products**.

Come prepared with questions that you have pertaining to previous emails or new products that you haven't known how to use. So excited to learn from our internal experts.



Payroll Calendar

- Jan 01 - New Year's Day
- Jan 02 - Pay Day
- Jan 11 - Pay Period End Date
- Jan 12 - Pay Period Start Date
- Jan 13 - Time Sheets Due
- Jan 16 - Pay Day
- Jan 20 - *Martin Luther King Day*
- Jan 25 - Pay Period End Date
- Jan 26 - Pay Period Start Date
- Jan 27 - Time Sheets Due
- Jan 30 - Pay Day

Upcoming Events



Come to the Lehi Legacy Center annual **Health and Fitness Fair** Saturday, January 18 from 10 am to 2pm. There will be blood pressure checks, body fat testing, spinal checks and other fitness assessments. Vendors, information booths and prizes/giveaways will also be part of the days events. The Legacy Center Pass will also be on sale for 20% off the purchase on an annual Legacy Center membership. This discount is valid during fair hours only.

Years of Service

Congratulations and thank you to these employees for all their years of dedication and service.

5 YEARS

Maren Gazaway, Legal Services
Brecken Wiltbank, Recreation

15 YEARS

Debra MacNaughtan, Recreation



Open Positions

Full-Time positions

- Firefighter/Paramedic - closes January 10
- Leisure Parks Supervisor - closes January 3

Part-Time positions

- Boys Gymnastic Instructor
- Crossing Guard
- Daycare Attendant
- Daycare Shift Lead
- Daytime Building & Custodial Specialist
- Daytime Lifeguard
- Gymnastic Instructor - Team and Preschool level
- Nighttime Building & Custodial Specialist
- Outdoor Concessions Manager
- Recreation Sports - Recreation Assistant
- Senior Center Aide
- Swim instructor

For more information, please visit our website at www.lehi-ut.gov/government/human-resources.

HR Reminder

If you aren't aware of this EMPLOYEE DISCOUNT, here is a quick reminder.

All full-time and part-time employees have access to a discount program for restaurants, retailers, hotels, grocery stores, etc. nationwide. Enrolling in the program is easy and just requires you to put in your employee ID number and other personal information.

Simply go to <http://lehi-ut.accessperks.com>.

You can download the app and have it accessible on multiple devices for your convenience. If you have any questions about this program, please contact Human Resources for assistance.



Happy Birthday!!!

Craig Deveraux	Power	Jan 01	Allison Flanders	Police	Jan 24
Michael Carle	Police	Jan 03	Gavin Wiltbank	Recreation	Jan 24
Lillie Ray	Recreation	Jan 03	Kimberly Nelson	Library	Jan 25
Ashlee Nerdin	Recreation	Jan 04	Matthew Morris	Recreation	Jan 25
Jonathan Wixom	Police	Jan 04	Clayton Clarke	Fire	Jan 25
Susan Wilson	Recreation	Jan 06	Allison Madsen	Recreation	Jan 26
Ryan Allred	Water	Jan 06	Dan Harrison	Recreation	Jan 26
Michelle Bean	Recreation	Jan 07	Athens Jonson	Recreation	Jan 27
Kami Adamson	Recreation	Jan 07	Greg Neer	Police	Jan 27
Chase Isaksen	Recreation	Jan 08	Dustin Migliaccio	Power	Jan 28
Kim Struthers	Planning	Jan 09	Jason Ashley	Parks & Buildings	Jan 28
Kellie Clove	Recreation	Jan 09	Brandon Stevens	Library	Jan 29
Nathan Sampson	Fleet	Jan 09	Nicole Archer	Recreation	Jan 29
Melanie Jacobs	Recreation	Jan 10	Devyn Hanks	Streets	Jan 29
Aimee Wilson	Recreation	Jan 11	Camille Purtschert	Recreation	Jan 29
Levi Lewis	Police	Jan 12	Kurtis Redmond	Police	Jan 30
Katrina Bryan	Recreation	Jan 12	Ashley Leonard	Recreation	Jan 30
Lorrie Taylor	Recreation	Jan 13	Donna Bankey	Recreation	Jan 30
Andy Black	Fire	Jan 13	Cole Wilson	Power	Jan 30
JD Bunnell	Streets	Jan 13	Sharra Call	Recreation	Jan 31
Dena Bailey	Recreation	Jan 14	LaNae Stout	Library	Jan 31
Shaye Ruitenbeek	Administration	Jan 14			
Garion Rowett	Fire	Jan 14			
Lada Rowley	Recreation	Jan 14			
Kim Haskell	Information Center	Jan 14			
Darin Clark	Water	Jan 15			
Wace Holmes	Water	Jan 15			
Brooklyn Meadows	Recreation	Jan 15			
Samuel Woodruff	Recreation	Jan 16			
Bethany Simonsen	Recreation	Jan 17			
Sydney Tedrow	Literacy Center	Jan 17			
Heidi Anderson	Library	Jan 18			
Brittany Crumback	Recreation	Jan 18			
Kaden Struthers	Recreation	Jan 18			
McKinley Sutton	Parks & Buildings	Jan 18			
Cole Thomas	Recreation	Jan 20			
Rorry Hiskey	Power	Jan 21			
Dave Norman	Water	Jan 22			
Briton Carlton	Streets	Jan 22			
James Farnsworth	Parks & Buildings	Jan 22			
Geraldine Tiglao	Recreation	Jan 23			
Amy Barney	Police	Jan 23			
Jackson Tower	Recreation	Jan 23			
Cambri Burgon	Recreation	Jan 23			

